



# WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

Washington State Department of Corrections

## CORRECTIONAL LIEUTENANT

3<sup>rd</sup> Shift (1300-2130) T/W Off

**OPENS:** June 17, 2010  
**CLOSES:** July 8, 2010  
**COMPENSATION:** Range of Consideration \$55,008 - \$63,768 Annually  
WMS Band 1  
**LOCATION:** Coyote Ridge Corrections Center  
Connell, Washington

**WHO MAY APPLY:** This recruitment is open to anyone who meets all or most of the desirable qualifications listed below.

### **AGENCY PROFILE:**

The Department of Corrections (DOC), as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of Corrections in Washington State. The agency mission is, "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

### **POSITION PROFILE:**

Under the supervision of the Correctional Captain, this position is responsible for the daily operation of the facility in accordance with DOC policies and CRCC Operational Memorandum's. The daily operation of the facility includes (1) managing the offender population and accounting for offenders institution wide; (2) providing supervision and direction to Sergeants, Correctional Officers, and non-uniform staff in their area of control; (3) acting as the Superintendent's designee for the institution during non-business hours; (4) ensuring that the proper custody staffing is available for the shift; and (5) other duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge:**

- Demonstrated working knowledge of DOC Policies, RCW's, WAC's, and CRCC Operational Memorandum's.
- Thorough understanding of Emergency Procedures, National Incident Management System, Grievance Procedures, Collective Bargaining Agreement, Merit System Rules, Performance Monitoring, and Supervisory Techniques.
- Practical knowledge and wisdom in managing offenders at CRCC.

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and strives to create a safe environment for individual uniqueness.**

**Demonstrated Competencies:**

- Demonstrated ability in providing positive leadership in times of stress, conflicts, and unforeseen events in a correctional facility.
- Skill in oral and written communication that is clear and concise.
- Ability to promote teamwork and foster cooperation among all unit staff as well as collecting valuable input for the efficient operation of the unit.
- Determination to follow through with a project to the point of successful completion.
- Ability to maintain good working relationships and positive interactions with other supervisors and departments at CRCC in order to foster accountability and improve the overall program.

**Experience:**

- Five years of correctional experience in adult or juvenile corrections with progressing levels of responsibility.
- Two years of supervisory/lead work experience in corrections.

**APPLICATION PROCESS:**

**Apply by submitting:**

- One page letter of interest addressing your experience and qualifications relevant to the position as described in this announcement.
- Current, one page resume that includes names of employers, dates of employment, and education.
- In addition to your present or most recent supervisor, provide a list of three professional references with current addresses and phone numbers.
- Written responses to the **QUESTIONS** listed below.
- As a separate part of the recruitment process, applicants are requested to voluntarily complete the attached applicant profile and return it with the application packet. Application profiles are confidential.

**QUESTIONS:** Please limit your responses to no more than one (1) page per question.

1. In terms of your experience, education, skills, abilities, and knowledge, how are you qualified to be a Correctional Lieutenant?
2. Describe your leadership and managerial skills and how you would utilize them in developing a strong working team in the unit.

**Electronic applications will be accepted. Completed application packets should be forwarded to:**

**Coyote Ridge Corrections Center  
Human Resource Department  
P O Box 769  
Connell WA 99326**

**Fax Number: (509) 544-3545**

**Email address: [casmith@doc1.wa.gov](mailto:casmith@doc1.wa.gov)**

The Washington State Department of Corrections is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply.

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To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the Applicant Profile Data Form. This information will be treated as confidential and will be available only to authorized personnel.

## PROFILE DATA

**The Department of Corrections is an Equal Opportunity employer, and as such, encourages women, racial and ethnic minorities, persons with disability, and disabled and Vietnam era veterans to apply. We request your voluntary answers to the Profile Data listed below. Please complete the information and return this document with your Letter of Interest and Resume. Your answers will be treated as CONFIDENTIAL.**

NAME: \_\_\_\_\_

Position for which applying: \_\_\_\_\_

Please check any/all of the following that may apply:

- ☐ Male
- ☐ Female
- ☐ Age 40 or older
- ☐ Disabled veteran (30% or more disabled)
- ☐ Vietnam Era Veteran
- ☐ Caucasian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Native American

Other: Please indicate  
race/culture \_\_\_\_\_

If you are more than one race, please also  
check "Multi-Racial" and indicate your  
preference for Affirmative Action purposes.

☐ Multi-  
Racial: \_\_\_\_\_

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning. Yes ☐ No ☐

Signature \_\_\_\_\_ Date \_\_\_\_\_

Again, you are encouraged to complete the information above and return this document with your letter of interest and resume.

Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity.

- ☐ Department of Corrections Recruitment Announcement
- ☐ Department of Corrections Website
- ☐ Department of Corrections Job Line
- ☐ Newspaper
- ☐ Professional Magazine/Periodical
- ☐ Employment Service Center
- ☐ Other Website (please specify) \_\_\_\_\_
- ☐ Job/Career Fair – Location \_\_\_\_\_
- ☐ State Agency (office/location) \_\_\_\_\_
- ☐ Other

Thank you for responding to our survey.

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